

IPIU SAR

Subject Access Request Form for Passenger Data

Who is this form for?

You should use this application form if:

• You wish to make a Subject Access Request for passenger data that the Irish Passenger Information Unit (IPIU) may hold on you.

How to complete this form:

- Please complete this form in CAPITAL letters and place a tick in the relevant box.
- You must complete all sections of this form fully. Please refer to the glossary at section 7 of the form for more information about the questions.
- You must submit verification of your identity.
- If you require assistance in the completion of this form please contact the IPIU's Data Protection Officer at: IPIUdataprotection@ipiu.gov.ie

Where to send your completed form:

 You must email your completed form and verification of your identity to the Irish Passenger Information Unit at the following email address: IPIUdataprotection@ipiu.gov.ie

Notes:

- All passenger data received by the IPIU is in English only.
- If you believe that your passenger data is incorrect you can request that the information is corrected.
- You have the right where appropriate to obtain erasure of your passenger data and/or a restriction on the processing of your data.
- You also have the right to lodge a complaint to the Data Protection Commission in relation to how the IPIU is processing your passenger data. Information about how to make a complaint can be found on <u>www.dataprotection.ie</u>

Section 1

Details of data subject/passenger

In	this	sec	tion	you	will	nee	ed to	o pro	ovid	le yo	our p	oers	ona	l det	ails						
1.1	Firs	st na	me	(as	use	d on	airl	line	tick	et)											
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1.2	Mid	Idle	nam	ne (a	as us	sed	on a	airlir	ne ti	cket	t)										
1.3	Las	st na	me	(as	useo	d on	airl	ine	tick	et)											
1.4 D	Dat	:e of]/[h M	/ Y	Y	Ý	< Y	/												
1.5	Add	dres	S		1				1						-1			1	_	 -1	
1.6	City	/																			
1.7	Sta	te/P	rovi	nce																	
1.8	Со	untry	/																		
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1.11	l En	nail	addı	ress	i										

Section 2 Travel documentation information

In this section you will need to provide details about the travel/identification document that was used for your flight to/from Ireland for which you are requesting access to your passenger data

2.2 Document Type

2.1	Doc	ume	ent l	Num	nber										

2.3 Country of Issue

Section 3 Flight information

Please provide the following details in relation to your flight to/from Ireland for which you are requesting access to your passenger data

3.1 Date of Arrival to Ireland	OR	Date of Departure from Ireland	
D D / M M / Y Y Y		D D / M M / Y Y Y	
3.2 Airline			
3.3 Flight Number			

3.4	Airli	ne E	Book	king	Ref	erer	nce/	Rec	ord	Loc	ator	Nu	nbe	r					

Section 4 Verification of identity

In this section you will need to provide a copy of the following documents

4.1 Document description	Tick if you have submitted (\checkmark) .
A copy of your current passport or travel document	
A copy of the passport and travel document you used in relation to your flight to/from Ireland if different from your current passport/travel document	

Section 5

Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge

5.1 Name (Print)

5.2 Signature

5.3	Date	е							
D	D	/	Μ	Μ	/	Y	Y	Y	Y

Section 6 Checklist

Please remember to check you have carried out the following in relation to your request

6.1 Checklist	Tick if you have completed (✓)
Complete the Subject Access Request form in full	
Signed and dated the Declaration in Section 5	
Provided proof of your identity	

Section 7 Glossary of terms

This section provides more information on the terms used in this form

Section	Question	Further Information
Section 3		This refers to the flight number assigned by the air carrier to your flight. (e.g. EI1234)
	locator number	This is comprised of six letters and/or numbers used to uniquely identify your booking. It can be found on your itinerary/receipt